



**The Governor's Office of Faith-Based and
Community Initiatives**



**2005-06 AmeriCorps *State Planning Grant
REQUEST FOR APPLICATION**

Deadline: 5:00pm CST, July 22, 2005

The Governor's Office of Faith-Based and Community Initiatives

2005-06 AmeriCorps *State Planning Grants

As the Alabama Service Commission, the Governor's Office of Faith-Based and Community Initiatives (GFBCI) currently administers the *State Formula and Competitive AmeriCorps program. In order to strengthen and expand the current service network offered by AmeriCorps *State programs in Alabama, Planning grants are being offered to provide organizations the opportunity to plan, develop and build capacity to apply to become a full AmeriCorps program.

The Planning grants are federal funds and are made available by the Corporation for National and Community Service. The GFBCI will accept Planning grant applications for Program Year 2005-2006 to assist organizations to develop capacity to implement a strong AmeriCorps program. AmeriCorps Planning Grants will be for 12 months (start date October 1, 2005 – September 30, 2006) and will not exceed \$50,000 per award.

The GFBCI will make Planning grants available to eligible applicants that have identified a sound concept for a national service program, but that require resources in order to plan, develop, and prepare the program for implementation.

Planning grants will be for organizational capacity development only. Planning grants will not be used to support AmeriCorps members. Programs that apply for a Planning grant should be working towards developing a full AmeriCorps application. AmeriCorps *State Guidelines and Instructions that outline the requirements for a full AmeriCorps *State Application are available for download at www.americorps.org.

The GFBCI Alabama *State AmeriCorps Program funding cycle for full AmeriCorps *State Programs is currently closed until Spring 2006. In Spring 2006, funding guidelines and instructions for full AmeriCorps *State Programs will be available for 2006-07 Program Year.

Eligible Program Areas:

Planning grants will be made available to organizations that are interested in developing AmeriCorps programs that address the following areas of need in Alabama (Examples of existing AmeriCorps Programs that address these areas of need are available upon request from the GFBCI):

- 1. Prisoner Re-Entry:** Programs that work to strengthen community resources to support individual transition from local/state/federal correctional institutions back into the community. Focus could include housing, employment – vocational training, education, life skills, parenting and other activities that create opportunities for success and reduce the likelihood of recidivism and return to incarceration upon release.
- 2. Homeland Security/Emergency Preparedness:** Programs that work to strengthen citizen and community preparedness for natural or man made disaster(s). Emphasis will be placed on programs that focus on disaster response, debris removal, tarping, case management, damage assessment and volunteer management.
- 3. Capacity Building for Faith-Based and Community Programs:** Programs that work to develop capacity for faith-based and community organizations working to meet the health and human service needs of Alabama.
- 4. Homelessness:** Programs that work to strengthen services that support homeless individuals and families in Alabama. Emphasis will be placed on organizations that provide comprehensive services to the homeless.

Application Deadline:

Planning grant applications must be received at the GFBCI by **5:00pm CST July 22, 2005.**

Mailing Address:

Attn: Terri Hasdorff, Executive Director
Governor's Office of Faith-Based and Community Initiatives
100 N. Union Street, Suite 134
Montgomery, AL 36104

- If hand delivered, do not leave at information desk – deliver to Suite 134
- No facsimile copies will be accepted.
- Please direct questions to Lisa Castaldo, AmeriCorps Program Officer, 334-242-7110
- All applicants will receive written notification that the application was received by the GFBCI.

Eligible Applicants:

Public agencies

Private faith-based and community organizations non-profit organizations with an IRS 501 (c) 3 designation

Award Ceiling:

Alabama AmeriCorps *State Planning Grant awards will not exceed \$50,000 per award.

Award Cycle:

Grants contracts will be executed for October 1, 2005 to September 30, 2006.

Match Requirements:

There is no matching requirement for an AmeriCorps Planning grant. *Full AmeriCorps State program applications have a strong matching requirement and must be considered during the planning process.*

Mandatory Trainings:

AmeriCorps *State Planning grant recipients will be required to attend GFBCI/Alabama State Commission sponsored trainings as a part of the Planning grant award.

Grantee Requirements:

Grantees will be required to submit a mid-year and final progress report and a mid-year and final financial report. All reporting requirements will be included in detail in the grantee award contract.

Grantees must comply with all applicable state and federal laws.

Grantees must begin the project within thirty days of receipt of the grant award. Failure to do so may cause forfeiture of the award.

Grantees must submit any budget revision requests in writing to the Governor's Office of FBCI for approval prior to the spending of grant funds.

Grantees are required to acknowledge the Corporation for National and Community Service and the Governor's Office of Faith-Based and Community Initiatives on all printed materials or media contacts related to the AmeriCorps Planning grant.

Award Process:

Peer Review: Applications will be peer reviewed by individuals with strong backgrounds in grant writing, grant management and national service programs and representatives from the Governor's Office of Faith-Based and Community Initiatives.

State Review: The Alabama Commission of the Governor's Office of Faith-Based and Community Initiatives will make the final funding decisions.

All applicants will be notified in writing once the final funding decisions have been made.

Contracts will begin October 1, 2005 to September 30, 2006.

Application Criteria

The following items must be included in order for your application to be considered for funding. Incomplete applications will not be reviewed.

1. Cover Sheet

- Agency Name
- Physical Address
- Mailing Address
- Agency Contact (Program Contact and Authorizing Official)
- Phone, Fax and E-mail
- Federal Employee Identification Number
- Program Name and Location
- Amount Requested

2. Narrative (not to exceed 5 double spaced pages, 12 point font)

Section A: Demonstrate Need – Explain in detail the current need in the community/region surrounding one of the 4 focus areas:

- **Prisoner Re-Entry:** Programs that work to strengthen community resources to support individual transition from local/state/federal correctional institutions back into the community. Focus could include housing, employment – vocational training, education, life skills, parenting and other activities that create opportunities for success and reduce the likelihood of recidivism and return to incarceration upon release.
- **Homeland Security/Emergency Preparedness:** Programs that work to strengthen citizen and community preparedness for natural or man made disaster(s). Emphasis will be placed on programs that focus on disaster response, debris removal, tarping, case management, damage assessment and volunteer management.
- **Capacity Building for Faith-Based and Community Programs:** Programs that work to develop capacity for faith-based and community organizations working to meet the health and human service needs of Alabama.
- **Homelessness:** Programs that work to strengthen services that support homeless individuals and families in Alabama. Emphasis will be placed on organizations that provide comprehensive services to the homeless.

Section B: Explain the organizations need for planning funds, a timeline for the year and how the organization will utilize the funds to prepare to host an AmeriCorps program.

Section C: Describe the organizations objectives for the AmeriCorps *State Planning grant.

Section D: Describe Current Organizational Capacity - Number of employees, organizational structure and current budget

Section E: Describe Community Collaboration – Explain how community partners work together and the organizations current involvement with other community partners.

Section E: Use of Volunteers- Include organizations current use of volunteers.

3. Budget

- Complete the Budget Request Form (attached - also available at www.servealabama.gov Excel Form click “AmeriCorps Planning Grants 2005-06”)
- A separate Budget Narrative must be completed. Briefly explain each line item requested on the Budget Request Form
- Total Budget Request cannot exceed \$50,000.
- There is **no match** requirement for this grant however, applicants are encouraged to leverage grant funds with in-kind volunteer support and material/supply donations.

Allowable Expenses

Salary and Benefits

Supplies/Equipment

Training

Travel (all out-of-state travel must have prior approval from the GFBCI)

Unallowable Expenses

Capital Improvements (building construction and /or repairs)

Equipment Purchases over \$5000

Indirect Cost

4. Attachments (not included in the 5 page limit)

- Copy of IRS Non-Profit Status 501 (c) 3 Form (not applicable to public agencies)
- Organizational Chart
- Current list of Board of Directors
- 3 Current Letters of Support